

## **Team Leader Responsibilities - Aerobic Winter Challenge 2005**

*Team Leader Short Sleeve T-Shirts are 1/2 Price! (Extra \$2 for XXL)*

**Thank you** for volunteering to be a Team Leader! If you are the Leader of **more than one team**, please **separate each team's entry fees**. This facilitates solving any bookkeeping problems.

As a	⇒	<b>Help keep your teammates motivated</b>
Team	⇒	<b>Be a resource person for questions on physical activity, and the rules of the</b>
Leader		<b>program. We will supply that information</b>
	⇒	<b>Call the Heartbeat Program or your Worksite Coordinator with any</b>
		<b>questions</b>

### **REGISTRATION - MUST BE COMPLETED from 10/8/05 - 10/21/05!**

Go to the AWC website and fill out the [Entry Form](#). You must add your team name to the drop-down menu. Then you can register yourself as a participant. Now your team members can enter, too. After everyone has signed up, download and fill out the [Team Receipt](#) to submit it with the fees from your team members. The Challenge costs \$2 per person and checks may be made out to the ***Heartbeat Program***. **T-shirt and entry fees are due to your Worksite Coordinator by 10/28/05.**

### **WALL CHART**

Please post your team wall chart, supplied by the Heartbeat Program, in a visible location to help motivate your team members to get out and exercise. The following steps will help you set up and complete the wall chart.

1. Refer to a calendar for days of the week to write along the top of each month.
2. Place a pen on a long string next to the chart for team members to put an **X** in the appropriate box for each day they exercised 30 minutes or more.
3. Check that participants are tracking their progress on either the wall chart or their monthly exercise logs.

### **MONTHLY EXERCISE LOG (in place of wall chart)**

These can be used if people feel more comfortable, or are not in the same office. Participants place an **X** in the appropriate box for the days they exercised a total of 30 minutes or more. These will need to be turned in at the end of each month to the Team Leader.

### **TEAM MONTHLY REPORT**

These are due to the worksite coordinators by 12/2, 1/10, 2/3, and 3/3. Fill out the monthly team report based on wall chart and/or exercise logs received from participants. If we do not receive them by the specified date, your team will not be eligible for prizes that month.

We will be sending monthly newsletters, prizes, T-shirts, etc., to your Worksite Coordinator, who will give them to you for distribution to your team members.